

Minutes Library Board of Trustees Meeting

Date: November 28, 2016

Called to Order at 4:25pm

Present: Mary Louise Charnley, Sharon Dunham, Diana Johnson, Eileen Gilbert (Librarian)

October Minutes were accepted. Librarian's report was shared and accepted. It was noted that 18 glass ornaments have been sold. Eileen is also looking into different internet set ups for the library. One set-up had a separate secure server for the staff to use as well as a server for the public.

Old Business

1. Brickwork- Joe has about 70% of the back wall completed. He will work until it is completed. Four invoices have been submitted to the town (to be paid out of our capital reserve) each for about \$1500.
2. The bill for the repair of the front light came in at nearly \$500. It has been paid.
3. The Budget committee meeting went well. After our initial budget had been accepted by the Selectmen, they sent out a request that all departments cut their budgets by 2-5%. The trustees cut funds requested for a number of line items in our general expense budget to bring our total budget request to \$44, 475 (rather than \$47,??). The budget committee approved this, even with our request for a second full time staff member. In response to this additional staff, the committee would like to see growth in patron usage and circulation numbers. Mary felt that this was a positive meeting where many programs and services offered by the library were shared. Nothing was said about our request for \$25,000 to be put into our capital reserve fund. Eileen will check on this.
4. Eileen spoke to the police about posting no smoking and no loitering signs at the library to address the concerns about young people gathering in the evening hours at the back corner of the library near the oil tank. She was told that there is a no smoking policy in place for public buildings and that a no loitering sign couldn't be enforced as it is a public space. Mary voiced concerns as there has also been vandalism at the bandstand and break-ins in homes in the village. She wondered if the town in going ahead with the installation of cameras at the town hall as the town administrator had mentioned previously.

In order to deter people from gathering around the library after hours, the trustees voted to cut the wi-fi at 7pm. There are other public areas people may access free internet (the laundromat and Dunkin Donuts).

5. The grant application to the Sargent Fund was sent in. We are requesting \$1500 to pay for literacy kits (about \$200 each); 10 kits for preschoolers and 5 kits for children aged 5-10 years. These kits could be used in programs and later checked out . Materials will be replenished using the materials fund.
6. The grant cycle for Altrusa begins in March. We will discuss this application in an upcoming meeting.
7. We are still waiting the results from Ann Redinger's background check.

New Business

1. Deck the Village will be 12/4 from 2-3:30pm. It will now be held outside. Santa will be at the bandstand, the band will play, hot drinks and fried dough will be shared outside. The library will be open for coloring and stories.
2. The trustees approved \$100 for decorations for the library if needed. Eileen will go through what we have and see what we need.
3. The library was approved for the L-Chip grant we applied for. This matching grant of \$15,000 will include a building study by an historical preservation consultant and architect for modernization and expansion of the library. They will be officially announcing the grants this week. After January 1, the library needs to show we have a portion of our \$8000 contribution (\$3500 is needed by March). Eileen is hopeful that local businesses may be able to contribute to help us raise this money. She will draw up a sample letter requesting donations.
4. The staff evaluations were tabled until next meeting.

Next meeting: Monday, December 12th, 4:15 pm

Adjourned: 5:30pm.

Respectfully Submitted,

Diana Johnson